

Eastern Cape: Great Kei Municipality(EC123) - Schedule of Service Delivery Standards Table

Standard	Description	Service Level
Solid Waste Removal		
Premise based removal (Residential Frequency)		Weekly
Premise based removal (Business Frequency)		Weekly
Bulk Removal (Frequency)		When requested by the customer
Removal Bags provided(Yes/No)		Yes
Garden refuse removal Included (Yes/No)		Yes
Street Cleaning Frequency in CBD		Daily
Street Cleaning Frequency in areas excluding CBD		Once a week
How soon are public areas cleaned after events (24hours/48hours/longer)		24 hours
Clearing of illegal dumping (24hours/48hours/longer)		8 hours or longer
Recycling or environmentally friendly practices(Yes/No)		Yes
Licenced landfill site(Yes/No)		Licensed towards closure
Water Service		
Water Quality rating (Blue/Green/Brown/No drop)		ADM
Is free water available to all? (All/only to the indigent consumers)		ADM
Frequency of meter reading? (per month, per year)		ADM
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)		ADM
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		ADM
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)		
One service connection affected (number of hours)		ADM
Up to 5 service connection affected (number of hours)		ADM
Up to 20 service connection affected (number of hours)		ADM
Feeder pipe larger than 800mm (number of hours)		ADM
What is the average minimum water flow in your municipality?		ADM
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)		ADM
How long does it take to replace faulty water meters? (days)		ADM
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)		ADM
Electricity Service		
What is your electricity availability percentage on average per month?		183.6
Do your municipality have a ripple control in place that is operational? (Yes/No)		No
How much do you estimate is the cost saving in utilizing the ripple control system?		No
What is the frequency of meters being read? (per month, per year)		Once per month
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)		2 months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		1 months
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)		Immediately
Are accounts normally calculated on actual readings? (Yes/no)		Yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)		No
How long does it take to replace faulty meters? (days)		1 day
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)		Yes
How effective is the action plan in curbing line losses? (Good/Bad)		Bad
How soon does the municipality provide a quotation to a customer upon a written request? (days)		1 day
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)		3 days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)		3 days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)		7 days
Sewerage Service		
Are your purification system effective enough to put water back in to the system after purification?		ADM
To what extend do you subsidize your indigent consumers?		ADM
How long does it take to restore sewerage breakages on average		
Severe overflow? (hours)		ADM
Sewer blocked pipes: Large pipes? (Hours)		ADM
Sewer blocked pipes: Small pipes? (Hours)		ADM
Spillage clean-up? (hours)		ADM
Replacement of manhole covers? (Hours)		ADM
Road Infrastructure Services		
Time taken to repair a single pothole on a major road? (Hours)		0.5 hrs
Time taken to repair a single pothole on a minor road? (Hours)		0.25 hrs
Time taken to repair a road following an open trench service crossing? (Hours)		1 hr
Time taken to repair walkways? (Hours)		1 hr
Property valuations		
How long does it take on average from completion to the first account being issued? (one month/three months or longer)		One month
Do you have any special rating properties? (Yes/No)		Yes
Financial Management		
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)		Decrease
Are the financial statement outsources? (Yes/No)		Yes
Are there Council adopted business process structuring the flow and management of documentation feeding to Trial Balance?		Yes
How long does it take for an Tax/Invoice to be paid from the date it has been received?		more than 30 days
Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?		Annual procurement plans due to uncertainty of future re prioritisation of projects.
Administration		
Reaction time on enquiries and requests?		immediate

Time to respond to a verbal customer enquiry or request? (working days)	not more than 2 days
Time to respond to a written customer enquiry or request? (working days)	not more than 5 days
Time to resolve a customer enquiry or request? (working days)	not more than 5 days
What percentage of calls are not answered? (5%,10% or more)	5% (there's permanent receptionist to direct calls)
How long does it take to respond to voice mails? (hours)	maximum of 5 rings
Does the municipality have control over locked enquiries? (Yes/No)	yes
Is there a reduction in the number of complaints or not? (Yes/No)	yes
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	maximum of 2 days
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?	As and when there is a delay challenge
Community safety and licensing services	
How long does it take to register a vehicle? (minutes)	7 minutes
How long does it take to renew a vehicle license? (minutes)	10 minutes
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	5 minutes
How long does it take to de-register a vehicle? (minutes)	15 minutes
How long does it take to renew a drivers license? (minutes)	10 minutes
What is the average reaction time of the fire service to an incident? (minutes)	ADM
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	HEALTH
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	HEALTH
Economic development	
How many economic development projects does the municipality drive?	4
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	25
What percentage of the projects have created sustainable job security?	
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	Yes
Other Service delivery and communication	
Is a information package handed to the new customer? (Yes/No)	Yes
Does the municipality have training or information sessions to inform the community? (Yes/No)	Yes
Are customers treated in a professional and humanly manner? (Yes/No)	Yes